3299 INSTRUCTIONS

Please read these instructions carefully before filling out the attached form. Each CF 3299 must contain all of the following information:

PART I
1. Shipper's name.
2. Shipper's date of birth.
3. Shipper's arrival date into the US (or expected arrival date).
4. Shipper's US address (must be completed – use temporary or hotel address if necessary).
5. Port of arrival where shipper arrived and cleared through US Customs.
6. Name of airline on which shipper entered the US.
7. Names of household members that traveled with shipper on this trip into the US (spouse and minor children).
8. Please leave boxes A – F blank. We will complete this information.

PART II
9. Check "is" or "was" as appropriate for residence abroad, then give:
    A. Name of country you are coming from.
    B. Length of time spent in that country.
    C. Residency status at time of your arrival in US.

10. A. This is applicable to resident and non-resident shippers:
    (1) If you are importing household effects that are over one year old, check this box.
    (2) If you are importing technical books or tools of trade, check this box.
    B. This is applicable only to resident shippers: if you are importing personal effects that you yourself took overseas with you, check this box.
    C. This is applicable to non-resident shippers:
    (1) If all items in your shipment are over 1 year old and not for resale, check this box.
    (2) If your shipment contains any type of motor vehicle or bicycle and you do not intend for   resale, check this box.

PART III
This section is strictly for US Personnel moving on a Government Bill of Lading. Please leave this section blank.

PART IV
A. Check the applicable box for items contained in your shipment.
B. (7) If you have any household effects in your shipment that are less than 1 year old, check this box. (Please note, you will be charged duty on all household effects that are purchased overseas and used less than one year.)

(8) If you have any household effects in your shipment that are over 1 year old, check this box.
   (These items will be released by customs duty free.)

C. This is applicable to residents only:
    (9) If you have any personal effects that were purchased abroad, check this box. (Please note, you will be charged duty on all personal effects purchased overseas regardless of how old they are.)
    (10) If you have any foreign made items in your shipment that were either purchased in the US and taken abroad on this trip or purchased abroad on a previous trip and declared to US Customs upon prior importation, check this box.

(11) If your shipment contains foreign made items that were taken abroad for repairs or alterations, check this box.

D. Any and all items declared under B7 or C9 are to be listed here:
   - In column (1): Classify each item as either B7 or C9.
   - In column (2): List the general description of each particular item.
   - In column (3): Declare the value or purchase price of each item.
   - In column (4): Declare the date and location of purchase (month/year and country of purchase).

<u>PART V</u>
This section is to be left blank.
<u>PART VI</u>
Please check box "B" as the importer, then sign (2.) and date (3.) the form.

The balance of this form is to be completed by US Customs.

NOTES:
   - Any additional charges, including duties and storage, resulting from improper completion of the CF 3299 form, will be charged to your account.
   - All Customs Form 3299's must be returned along with a photocopy of your passport and visa if applicable.

<u>INSTRUCTIONS FOR SUPPLEMENTAL DECLARATION FOR UNACCOMPANIED PERSONAL/HOUSEHOLD EFFECTS</u>

Please read the following instructions carefully before filling out the attached form. This form must contain all of the following information:

   - Numbers 1 – 16 are self-explanatory and must be completed.
   - Number 17: Circle "Importer"
   - Number 18: Your signature & date.

NOTE: This form MUST be completed along with Customs Form 3299 and submitted to M. Dyer at the time of pickup at origin.